Reclamation Manual
Directive and Standards

Style Sheets for Policy, Directives and Standards, Temporary Reclamation Manual Releases, and Appendices

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Reclamation Manual
Policy

Subject: Subject

Purpose: Purpose, include need and benefits statement

Authority: Authority, refer to Appendix N of RCD 03-01

Approving Official: Commissioner

Contact: Insert Organization and Office (mail code)

1. Introduction. First Level Paragraph

2. Applicability. First Level Paragraph

3. Policy. First Level Paragraph

4. Requirements and Responsibilities. Paragraphs outlining requirements and who is responsible for those requirements. First Level Paragraph
   A. Second Level Paragraph
   B. Second Level Paragraph
      (1) Third Level Paragraph
      (2) Third Level Paragraph
         (a) Fourth Level Paragraph
         (b) Fourth Level Paragraph
            (i) Fifth Level Paragraph
            (ii) Fifth Level Paragraph
               (aa) Sixth Level Paragraph
               (bb) Sixth Level Paragraph

5. Definitions. First Level Paragraph
   A. Second Level Paragraph
   B. Second Level Paragraph

6. Review Period. The originating office will review this release every (insert number of years, but cannot exceed 4) years.
Reclamation Manual
Directives and Standards

Subject: Subject

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Authority: Authority, refer to Appendix N of RCD 03-01

Approving Official: Senior Executive/Senior Level

Contact: Insert Organization and Office (mail code)

1. Introduction. First Level Paragraph

2. Applicability. First Level Paragraph

3. Requirements and Responsibilities. Paragraphs outlining requirements and who is responsible for those requirements. First Level Paragraph

   A. Second Level Paragraph

   B. Second Level Paragraph

      (1) Third Level Paragraph

      (2) Third Level Paragraph

         (a) Fourth Level Paragraph

         (b) Fourth Level Paragraph

            (i) Fifth Level Paragraph

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4. Definitions. First Level Paragraph

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   B. Second Level Paragraph

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SUPERSEDES RCD 03-01 (338) 06/27/2008 and minor revisions approved 02/12/2009, 09/27/2013, 08/25/2014, 04/13/2015
(Minor revisions approved 12/10/2019, 05/05/2020)
Reclamation Manual  
Policy/Directives and Standards

TEMPORARY RELEASE  
(Expires mm/dd/yyyy)

1. First Level Paragraph
2. First Level Paragraph
3. First Level Paragraph
   A. Second Level Paragraph
   B. Second Level Paragraph
   C. Second Level Paragraph
      (1) Third Level Paragraph
      (2) Third Level Paragraph
         (a) Fourth Level Paragraph
         (b) Fourth Level Paragraph
            (i) Fifth Level Paragraph
            (ii) Fifth Level Paragraph
               (aa) Sixth Level Paragraph
               (bb) Sixth Level Paragraph